



SPORTS INFORMATION MANGER POSITION DESCRIPTION

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The Sports Information Manager is responsible for data entry and analysis, information management, and record retention for all key athlete input. The position plans and processes competition logistics through the use of a database, as well as maintaining the integrity of the system. The position is responsible for compiling data for the census. The role is a fulltime exempt position.

REPORTS TO

Director of State Games and Advance Competitions

QUALIFICATIONS

- BA/BS degree preferred
- High level proficiency with, and experience in use of software programs
- Excellent written and verbal communication skills
- Strong management and organizational skills
- Ability to manage multiples projects and deadlines
- Basic understanding of sports rules and competitions
- Knowledgeable about event management
- Must be able to travel throughout the state as required
- Evening and weekend work as required
- Must be able to pass required SOIA background check and Class A Volunteer Certification

RESPONSIBILITIES

- Ensure compliance with athlete physical and consent form requirements
- Maintain accurate athlete, Unified Partner, and coach data to complete needs of the census
- Manage proprietary games management system (GMS) and serve as in-house expert
- Serve as the lead person to provide training and aid to staff and Area Directors with GMS
- Manage athlete registration process for conference and state level competitions and assist with the registration process for area competitions and special programs
- Efficiently register athletes for their events into GMS for conference and state competitions
- Communicate directly with delegation managers to verify that all data entered in GMS is accurate and correct

Richard O. Jacobson Headquarters and Training Center

551 SE Dovetail Rd. / P.O. Box 620 / Grimes, Iowa 50111-0620 / Phone 515-986-5520 / Fax 515-986-5530 / www.soiowa.org

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- Analyze athlete and team qualifying scores for appropriate divisioning and bracketing based on the guidelines provided by Special Olympics International
- Coordinate with key volunteers regarding needs for competition reports and materials
- Manage and distribute all state-level competition materials which include but are not limited to: heat sheets, results sheets, award labels, nametags, brackets, etc....
- Organize backend event logistics and work with volunteers at conference and state competitions to guarantee events run efficiently
- Enter results for conference and state-level competitions and distribute area and state-level results as needed
- Prepare and distribute surveys used to analyze program events

APPLICATION PROCESS

- Submit cover letter, resume and salary expectations to info@soiowa.org.

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